

AFTER-ACTION REPORTS, DEBRIEFING, AND ASSESSMENT

After-action reports include documentation of vehicle, facility, and equipment use, along with any necessary repairs or maintenance (see [example](#)); records of activities performed by all departments during response and recovery; and identification of problem areas and lessons learned.

Immediate debriefing of all personnel involved with emergency operations is recommended to capture details about the events, activities, and difficulties encountered. A more formal, systematic debriefing should be conducted within two weeks of the incident.

The following topics should be included in debriefings for major incidents ([1](#)):

- interagency relationships: communications, misunderstandings, tasks that were not covered in the response or actions that were needlessly performed by more than one agency;
- decision-making processes;
- problems encountered and possible solutions or mitigating actions for future events; and
- innovations developed.

The [drill evaluation sheets](#) included as examples in Chapter 3 (pages 50-51) provide examples of questions that might also be addressed as part of an after-action debriefing. The resulting assessment of the response and recovery phases will provide valuable information for future modifications to the emergency plan.

Vehicle/Equipment Record Form	
A.	Date and time acquired: _____ Odometer/hour meter reading: _____
B.	Vehicle type: _____ Vehicle ID #: _____ License #: _____ Operator provided: Yes ___ No ___
C.	Operational status: Good ___ Fair ___ Poor___
D.	Acquired from: _____
E.	Vehicle owner (if known) _____
F.	Maintenance performed, if any: 1. _____ 2. _____ 3. _____
G.	Date and time vehicle returned: _____ Odometer/hour meter reading: _____ 1. Operational status: Good ___ Fair ___ Poor___
H.	Remarks:

Source: Brazos County Interjurisdictional Emergency Management Plan, Annex S